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To: Real Estate Department Partners

Notice: **RED-13-24**

From: Real Estate Department

Date: October 9, 2013

**Re: Request for Public Comment on Improving Owner Certification Exhibit D**

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With the 2011 Annual Owner Certification of Compliance, IHCD began requiring submission of the "Exhibit D: Asset Management" form. This form reports some basic financial indicators for the property for the previous calendar year.

IHCDA attempted to improve Exhibit D by making edits for the 2012 Owner Certification packet, but we are aware that the form has continued to cause some confusion. Therefore, we are seeking public input from now through October 31<sup>st</sup> as we begin to prepare the 2013 Owner Certification forms.

In particular we are interested in receiving responses the following:

- Are the questions clear?
- Are the definitions provided both clear and accurate?
- Would better definitions or examples be useful?
- Are there any items we should be collecting on Exhibit D that are not currently on the form?

If you have any comments on how to improve the Exhibit D form, please contact Matt Rayburn, Chief Real Estate Development Officer via [mrayburn@ihcda.in.gov](mailto:mrayburn@ihcda.in.gov).

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30 S. MERIDIAN ST. SUITE 1000 - INDIANAPOLIS, IN 46204 - [HTTP://IHCDA.IN.GOV](http://ihcda.in.gov)

P: 317.232.7777 - F: 317.232.7778 - TF: 800.872.0371



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